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U.S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

July 6, 1933.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES.

Because numerous adjustments must be made in various classes of printing to conform to a severe reduction in printing and binding expenditures, I cannot at the present time give you even a tentative allotment of funds for the fiscal year 1934. Unless we succeed in arriving at some compromise on the cash withdrawal limitation now in effect, the Department will not be able to send to the Government Printing Office more than $400,000 worth of new printing during the year. This would compare with $660,000 worth of requisitions sent during 1933 and $987,000 in 1932.

In general it appears that it will be necessary to limit rigidly the amount spent for administrative periodicals, popular publications, job work, and regulatory publications in order to have some funds available for technical bulletins. It will be the policy to print as many of the original records of research as is possible even though we cannot go a step further and issue this new information in popular form.

The Official Record has been discontinued and it may be necessary to discontinue the Forest Worker and other publications. In any case, as a temporary expedient, all bureaus should see to it that copy submitted for the Agricultural Situation, Crops and Markets, Experiment Station Record, Extension Service Review, Journal of Agricultural Research, Monthly Weather Review, and other periodicals and publications on which limitations were made at the beginning of the fiscal year 1933, should not exceed the limitations decided upon at that time. Adjustments in these limitations will be made within the next month.

Many bureaus are asking about annual reports. Whether annual reports are printed or not, the administrative regulations require that the manuscripts be submitted to the Office of Information not later than September 1. The copy should not exceed the length decided upon for 1933. Consequently, if we do find it possible to publish them, our printing costs will not be increased.

One of our difficulties is that we sent to the Printing Office during 1933 approximately $225,000 worth of work that was not paid for. Payment for these requisitions will constitute a withdrawal from the Treasury during 1934. Any amount used to pay for the carry-over now in the Printing Office will be charged against each bureau's 1934 allotment. Only in this way will it be possible for us to remain within the cash withdrawal limitation imposed by the Bureau of the Budget. This brings up the possibility that each bureau may wish

to reconsider manuscripts now pending at the Government Printing Office and withdraw some of these in favor of new work. I have asked Doctor Merrill to secure a list of all pending requisitions and these will be segregated by bureaus and sent to you within the next few days.

The limitation on the purchase of paper imposed by the Economy Act of 1932 is no longer in effect. You may now order and pay for out of your own appropriations whatever amount of paper you need for mimeographing and other work. At the same time it will not be possible for the Addressing, Duplicating, and Mailing Section to handle the volume of duplicating work it did during the fiscal year 1932. We have had to cut down on personnel, and the plant is devoting nearly 50 percent of its time to the Agricultural Adjustment Administration.

Pending the determination of definite allotments for 1934, I suggest that you continue to forward to the Office of Information requisitions covering essential printing.

Very truly yours,

M. S. EISENHOWER,
Director.